

Message

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Sent: 9/4/2019 4:46:15 PM
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Subject: Region 5 State Pesticide Lab Directors Meeting: September 18-19, 2019- Reminders
Attachments: 2019 State Pesticide Lab Directors Meeting Agenda 9-4-2019 draft.docx; Lab Workshops History in R5 8-19-2019.doc

Good Morning Everyone,

We are looking forward to seeing all of you at the R5 Lab Directors meeting in two weeks. Below are a few reminders for travel planning and to help with meeting logistics.

Meeting begins: 1:00 pm on Wednesday, September 18, 2019

Meeting ends: 12:30 pm on Thursday, September 19, 2019

Meeting Location: Metcalfe Federal Building; 77 West Jackson Blvd, Chicago, IL 60604; **12th Floor**

<https://www.gsa.gov/about-us/regions/welcome-to-the-great-lakes-region-5/buildings-and-facilities/illinois/ralph-h-metcalfe-federal-building>

Union League Club: 65 West Jackson Blvd, Chicago, IL 60604

<https://www.ulcc.org/>; Dress Code:

<https://www.ulcc.org/Default.aspx?p=dynamicmodule&pageid=407413&ssid=334437&vnf=1>

Agenda (attached): Please review this close-to-final version and let me know if anything needs to be changed or added. Thanks for all of your contributions.

Presentations and Discussion Materials: These should be in **PowerPoint or PDF** format for easy viewing. (Please don't use word-processing formats as we may not be able to project those.) Please send your presentations to Susan Rittenhouse (cc to Margaret Jones) by September 16 or 17 (remember to bring a back-up with you on a USB drive). If you prefer not to send your presentation ahead, please bring it on a USB drive.

Moving toward paperless... We are trying to minimize paper copies, however, if people would like copies of anything for ease of discussion, let me know and we'll plan accordingly. I will make some copies of the agenda.

Again, please let me know if we've missed anything or if you have any questions.

All the best,
Margaret

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